
SUMMARY:**TRAINING/DEVELOPMENT ...**

An experienced facilitator with exceptional interpersonal and communicative skills in conveying principles and skills to individuals and groups. An organized trainer who can adapt course materials to individual needs of participants while maintaining course integrity and objectives. Experience in successful instructional design. Coordinate training programs covering Personal Development Plans, EEO, Ethics, PC Security, Word, Excel, and PowerPoint.

RECRUITMENT ...

Experience in recruiting and interviewing management and support staff with emphasis on selecting productive, loyal employees. Conduct interviews, review references, and administer written and verbal competency tests. Capitalize on staff strengths and provide an atmosphere of empowerment and trust in order to foster team environment.

HUMAN RESOURCES ADMINISTRATION...

Manage diverse and ever-changing project schedule from inception through completion and follow up; identify and manage resources to ensure compliance with budget and time constraints. Able to administer payroll and employee benefits. Prepare budgets and design employee manuals. Exceptional coaching skills that contribute to staff development.

EXPERIENCE:**OFFICE OF THRIFT SUPERVISION**

1991-Present

Chicago, Illinois

PROFESSIONAL DEVELOPMENT SPECIALIST

Administer orientation, evaluation and professional development for 210 employees in seven states.

Coordinate four-year accreditation training program and ongoing continuing education programs consisting of formal curriculum, cross-training, testing and field work focusing on skills enhancement, technical knowledge, and communications.

Supervise staff in determining training needs, promoting volunteer enrollment in programs, coordinating mandatory training, track results and make recommendations for improvements.

Develop new supervisors with training in employee relations, performance issues and organizational policies and procedures.

Create new programs to educate employees on new technologies, regulatory compliance, and written and verbal communications.

Manage training budget; monitor expenses for outside training/tuition, trainers and video/CD educational materials.

Provide career counseling for managers and staff.

Accomplishments:

- Organized three regional conferences, including site selection, scheduling, hiring of motivational and industry speakers as well as planning breakout sessions.
- Implemented Professional Development Program; conducted sessions to train staff in the creation of Individual Development Plans.
- Developed orientation program which was rolled out nationwide.
- Member of Steering Committee in the development of a national training policy and determination of annual training goals.
- Reviewed training budgets, vendors, and resources; reorganized programs to reduce expenses while maintaining quality.

OFFICE OF THE COMPTROLLER OF CURRENCY

1984-1991

Chicago, Illinois

PERSONNEL SPECIALIST

Recruited qualified candidates throughout a six state region. Interfaced with colleges and universities to manage schedules for on-site recruiting sessions. Administered tests and administered oral and written presentations. Explained programs, marketed organization, extended employment offers, and conducted orientation programs for new hires. Created and implemented in-house training programs.

Accomplishments:

- Developed a network of campus resources for recruiting new candidates.
- Consistently met recruiting goals.

PERSONNEL ASSISTANT

Provided comprehensive support in personnel administration. Prepared files for new hires, scheduled training, and assisted with internal communications.

- Hired as a Personnel Clerk, promoted to Personnel Assistant.

EDUCATION:

EUREKA COLLEGE

Eureka, Illinois

Bachelor of Arts Degree in English

AFFILIATIONS:

-American Society of Training and Development
-Chicago Chapter of the American Society of Training and Development
-Women Employed